

MONTANA PUBLIC DEFENDER COMMISSION  
**PERSONNEL COMMITTEE MEETING**  
CONFERENCE CALL

Public Location: Helena Regional Office  
139 North Last Chance Gulch, Helena, MT 59601

**April 18, 2016**

**DRAFT MINUTES**

**Committee Members Present**

Terry Jessee (Chair), Billings; Fritz Gillespie, Helena; Margaret Novak, Chester; Larry Mansch, Missoula

**Committee Members Absent**

Ann Sherwood, Missoula

**Other Commission Members Present**

Bonnie Olson, Marion

**Agency Team Members Present**

Bill Hooks, Chief Public Defender; Kristina Neal, Conflict Coordinator; Chad Wright, Chief Appellate Defender; Harry Freebourn, Administrative Director; Wendy Johnson, Contract Manager; Carleen Green, Accountant; Cathy Doyle, Administrative Assistant

**State Human Resource Officer**

Lisa Coligan

**Interested Persons**

Robin Ammons contract attorney; Malissa Williams, Office of Budget and Program Planning (OBPP)

**1. Call to Order**

Committee chair Terry Jessee called the meeting of the Personnel Committee to order at 1:05 p.m.

**2. Approve Minutes of November 16, 2015 meeting (\*Action Item)**

Commissioner Gillespie moved to adopt the minutes as drafted. Commissioner Novak seconded and the motion carried.

**3. Program 4 Accounting Changes**

Administrative Director Harry Freebourn presented the proposed accounting changes to implement the newly created Program 4, the Chief Administrator and Commission program. The changes will move positions and funding from Program 1 to Program 4.

All central services functions previously attached to Program 1 will move to Program 4, except for the Administrative Director position, which will be replaced by the Chief Administrator. The worksheet shows individual job titles, payroll and benefits, and operational costs for the biennia. The highlighted items are funded through state special revenue; all other items are general fund.

Mr. Freebourn asked if the proposal is consistent with the Commission's vision in creating Program 4. Commissioner Olson asked for clarification regarding investigative services. Only the investigator supervisor is included in the transition, because she serves more than one program. The other investigators will still be attached to Program 1. Commissioner Jessee polled the members, and they agreed that the plan is consistent with their intent.

The transfers will be made by May 1. Malissa Williams, OBPP budget analyst, was asked to comment. She doesn't see any issues, but the budget office will do a thorough review when the paperwork comes through.

Commissioner Gillespie said that for the time being, everyone will stay in their current physical locations, including Training Coordinator Peter Ohman, who will continue to work from Bozeman, and Contract Manager Wendy Johnson, who will work from Butte and Helena.

#### **4. Hiring Process for Chief Administrator**

Lisa Coligan, State Human Resources Division, is assisting the Commission with this recruitment. This is the same selection plan used in the past. Ms. Coligan will forward applications for those meeting the minimum requirements to the committee for review. She would like to have two members of the committee for each phone interview, which will be scheduled for about 20 minutes each. The hope is to have a maximum of three finalists for interviews by the full Commission. Ms. Coligan said the phone interviews could begin immediately, but the committee members would prefer to wait until after the position closes.

#### **5. Roles and Responsibilities of Program Managers**

Commission Chairman Gillespie prepared a comprehensive document showing the proposed roles and responsibilities of each manager. His intent was to include statutory duties so the reader would not have to refer to Title 47.

The committee made language and other suggestions, and discussed comments that Commissioner Sherwood sent by email. The consensus was that this is an excellent starting point for ongoing discussions.

#### **6. Public Comment**

There was no public comment.

#### **7. Schedule Next Meeting**

Ms. Coligan will continue to send applications to the committee for review as she receives them. The position closes on April 29. The committee will meet by conference call on May 2 at 2:30 p.m. to select applicants for phone screening.

#### **8. Adjourn**

The meeting adjourned at 1:55 p.m.